

July 27, 2004

Position Available

Michigan Court of Appeals - Security Director

Salary Range: \$52,053.84 to \$67,922.64

DUTIES: Supervise Michigan Court of Appeals court security officers located in Detroit, Southfield and Grand Rapids. Manage Court of Appeals court security officer employment process, including hiring, performance review, employee relations issues, discharge. Oversee security systems and use of x-ray radiation security devices. Inspect court facilities for security enhancement issues. Monitor and update operational procedures for fire prevention, handling suspicious packages, bomb threats, hostage situations, facility failures, courtroom security, investigation of accidents and security incidents. Collaborate with city, state and federal law enforcement and governmental agencies in security, law enforcement and fire prevention activities. Coordinate initial investigation of security threats to Court of Appeals Judges and staff. Oversee service of all bench warrants issued by Court of Appeals. Act as Court of Appeals LEIN access manager. Perform background investigations of prospective employees. Perform advance and contemporaneous security procedures for off-site judicial meetings and appearances. Maintain 24-hour on-call duty status to respond to immediate safety needs of Judges.

SKILLS: Good verbal and written language skills. Ability to work well under pressure. Ability to balance authority with diplomacy and maintain a positive working relationship with others including Judges, staff members, and the general public. Associate's Degree or equivalent with coursework in criminal justice or related field. Five to seven years of law enforcement or security-related experience. Valid Michigan driver's license and concealed weapons permit.

LOCATION: Office located in Michigan Hall of Justice, Lansing, Michigan. Frequent travel to facilities in Detroit, Southfield, Grand Rapids. Occasional travel to facility in Traverse City.

The application deadline is August 27, 2004.

Submit cover letter and resume by e-mail or mail.

E-mail as Word, Word Perfect, or .pdf file to Ruiz-HelmickP@courts.mi.gov

Or mail to Human Resources, Michigan Court of Appeals, P.O. Box 30022, Lansing, MI 48909

AN EQUAL OPPORTUNITY EMPLOYER.